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EXTRAORDINARY

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GOVERNMENT OF PUNJAB
DEPARTMENT OF WATER RESOURCES
NOTIFICATION
The 21st April, 2024

No.17/10/2024-3IP3/160.-

1.0 The Department of Water Resources has examined the procedure being followed at present while dealing with the various cases for the vantage of the Employees. It has been observed that old process is very lengthy and takes huge time leading to the wastage of time and energy for the Department and at the same time causes hardship to the Employees. After considering the aforesaid matter, the Department of Water Resources carried out a detailed exercise to simplify the procedure vide Order No. 11/10/2024-3IP3/170-72, dated-27-05-2024. In view of the above, Standard Operating Procedures (SOP) to provide efficient/effective services to the employees the procedures (Attached as Annexure-1, Annexure-2, Annexure-3, Annexure-4, and Annexure-5) have been adopted by the Department after approval from the competent authority.

Sd/-

KRISHAN KUMAR, IAS
Principal Secretary Water Resources.

Annexure-1

SOP Document (WRD Portal)Module Name: Medical Bills

Sr. No.	Procedure	Time Line
1	Applicant will submit the case online on WRD Portal.	T
2	The concerned clerk in office of DDO will verify the details and may reject or forward it to DDO.	$T + 2 = T_1$
3	DDO may reject or forward the medical bill to Civil Surgeon / DHS for approval through system generated letter via offline mode.	$T_1 + 2 = T_2$
4	a) For bills amounting up to Rs. 1 Lac, Civil Surgeon can give approval and then send it back to DDO. b) For bills amounting more than Rs. 1 Lac, Civil Surgeon will forward bills to DHS for approval. After the approval, DHS will send the bills to Civil Surgeon and Civil Surgeon will down mark the same to DDO.	$T_2 + X = T_3$ (X is the number of days of other department)
5	After the approval of Civil Surgeon / DHS the medical bills a) Amounting up to Rs. 50,000/-, DDO can approve the bill at his/her own level. b) Amounting more than Rs. 50,000/-, DDO will send the bill along with other supporting documents to Module Manager (Medical bill) in the office of Chief Engineer, Head Quarter.	$T_3 + 2 = T_4$
6	Module Manager (Medical bill) may reject or forward the case to Chief Engineer Head Quarter for approval.	$T_4 + 2 = T_5$
7	After the approval from competent authority, Sanction will be generated on Portal automatically.	$T_5 + 1 = T^*_6$
Total Number of Working Days		X + 9 Days

Note for T^*_6 :- Chief Engineer/Head Quarter to clear the case on the same day, if request is received before the working hours. In case, the request is received after working hours, the request is to be cleared within next working day.

Annexure-2

SOP Document (WRD Portal)Module Name: NOC Passport

Sr. No.	Procedure	Timeline
1	The applicant will make an online request to DDO.	T
2	Concerned clerk in the office of DDO will examine the case and may reject or forward it to DDO.	$T + 1 = T_1$
3	DDO will examine the case and may reject or forward it to the Module Manager (NOC Passport) in the office of Chief Engineer, Head Quarter.	$T_2 + 1 = T_3$
4	Module Manager (NOC Passport) in the office of Chief Engineer/Head Quarter will online examine the case and may reject or forward it to Chief Engineer, Headquarter for approval.	$T_3 + 2 = T_4$
5	Chief Engineer/Head Quarter may approve, reject or forward the request to Principal Secretary, Water Resources (if required).	$T_4 + 1 = T^*_5$
6	After the approval from competent authority, Sanction Letter will be generated on Portal automatically.	$T_5 + 1 = T^*_6$
Total Number of Working Days		6 Days

Note: T^*_5 , T^*_6 :- Principal Secretary/Water Resources, Chief Engineer/Head Quarter to clear the case on the same day, if request is received before the working hours. In case, the request is received after working hours, the request is to be cleared within next working day.

SOP Document (WRD Portal)**Module Name:- Completing Probation Period and Confirmation**

Sr. No.	Procedure	Time Line
1	The applicant will make online request to DDO	T
2	Concerned DDO will examine the case and may reject or forward it to Module Manager (Probation Period and Confirmation) along with recommendations.	$T + 2 = T_1$
3	Module Manager (Probation Period and Confirmation) in office of CE/HQ will verify the details and may reject or forward the case to Chief Engineer/Head Quarter for approval.	$T_1 + 2 = T_2$
4	Chief Engineer/Head Quarter may approve, reject or forward the case to Principal Secretary, Water Resources (if required).	$T_2 + 1 = T_3$
5	After the approval from competent authority, sanction letter will be generated on portal automatically.	$T_3 + 1 = T_4$
Total Number of Working Days		6 Days

Note:

1. There should be no pending enquiry, no criminal case or no other condition against him. If the department later gets to know about any charges against him, then his confirmation will be cancelled.
2. T_3 , T_4 :- Principal Secretary/Water Resources, Chief Engineer/Head Quarter to clear the case on the same day, if request is received before the working hours. In case, the request is received after working hours, the request is to be cleared within next working day.

Annexure-4

SOP Document (WRD Portal)Module Name:- Permission for applying for a post in any Government
Department

Sr. No.	Procedure	Time Line
1	The applicant will make online request on WRD Portal to DDO	T
2	Concerned DDO will examine the case and may reject or forward it to Module Manager (New Post) along with recommendations.	$T + 1 = T_1$
3	Module Manager (New Post) may reject or forward the case to Chief Engineer/Head Quarter for approval.	$T_1 + 2 = T_2$
4	Chief Engineer/Head Quarter may approve, reject or forward the case to Principal Secretary, Water Resources (if required).	$T_2 + 1 = T^*_3$
5	After the approval from competent authority, sanction letter will be generated on portal automatically.	$T_3 + 1 = T^*_4$
Total Number of Working Days		5 Days

Note for T^*_3 T^*_4 :- Principal Secretary/Water Resources, Chief Engineer/Head Quarter to clear the case on the same day, if request is received before the working hours. In case, the request is received after working hours, the request is to be cleared within next working day.

Annexure-5

SOP Document (WRD Portal)Module Name :- Change / Correction in Name

Sr. No.	Procedure	Timeline
1	Employee will create an online request on the WRD Portal to DDO	T
2	Concerned clerk in the DDO office will examine the case and may reject or forward it to DDO.	$T + 1 = T_1$
3	DDO will examine the case and may reject or forward it to Module Manager (Change / Correction in Name) in the office of Chief Engineer, Headquarter.	$T_1 + 1 = T_2$
4	Module Manager (Change / Correction in Name) will examine the case and may reject or forward it to the Chief Engineer, Headquarter for approval.	$T_2 + 1 = T_3$
5	Chief Engineer, Headquarter may approve, reject or forward the request to Principal Secretary, Water Resources Department (if required)	$T_3 + 1 = T^*_4$
6	After approval from competent authority, sanction Letter will be generated on Portal automatically.	$T_4 + 1 = T^*_5$
Total Number of Working Days		5 Days

Note for T^*_4 , T^*_5 :- Principal Secretary/Water Resources, Chief Engineer/Head Quarter to clear the case on the same day, if request is received before the working hours. In case, the request is received after working hours, the request is to be cleared within next working day